

Appendix Q

REAL ESTATE DIVISION

1. Advises the District Commander and staff on technical and legal aspects of Real Estate matters. Performs Real Estate authorized, legal actions for both civil and military projects.
2. Executes options, leases, licenses, permits, easements and other contractual documents, within limits of delegated authority, on behalf of the United States in connection with acquisition, management, and disposal of Real Estate, and makes recommendations with respect to such transactions not within the limits of delegated authority. Maintains records of all Real Estate transactions and submits reports to higher authority.
3. Coordinates Real Estate schedules, budgets, funding, and programming with the Resource Management Office. Reviews and approves all quarterly GSA rent bills prior to issuance of rent payment checks, both civil and military projects. Approves reimbursement authorized by PL 91-646, as amended and within the limits of delegated authority, to displaced owners and tenants for expenses incurred due to the acquisition of land. Manages the organizational elements and resources of the Real Estate Division by ensuring proper internal controls are in place and exercise fiscal responsibility in accordance with budgetary constraints and regulatory requirements
4. Prepares Real Estate legal descriptions, project and installation maps. Maintains historical, statistical and cartographic files of all Federal and non-Federal Sponsor properties owned, leased, and disposed of. Ensures all necessary land interests have been acquired or disposed of for acquisitions and disposals. Prepares reports and alters maps to reflect these changes. Approves Real Estate audits and maps. Prepares and submits recommendations for initial project boundaries. Maintains land ownership data and furnishes information to the MACOM and other customers. Prepares and updates project/installation maps to reflect each Real Estate transaction. Prepares survey requests for acquisition, disposal, encroachments.
5. Serves as a member of the Project Delivery Teams providing technical guidance involving Real Estate acquisition and disposal. Initiates, plans, directs, coordinates, and executes Military and Civil Works planning and control operations involving development and scheduling of overall Real Estate programs.
6. Performs Real Estate requirements of cost-sharing projects, to include appraisals, cost estimates, oversight of land acquisition to ensure compliance with PL 91-646, certification of lands available, and review of Lands, Easements, Rights of Way, Relocations, and Dredge Disposal Areas (LERRD) credits for quality control purposes.

7. Manages the Base Realignment and Closure (BRAC) Program.
8. Provides technical support to customers, and responds to inquiries from the public regarding the Army's real property interests.
9. Prepares Real Estate appraisals for civil and military projects as well as approving or disapproving appraisals by others at the district level. Prepares gross appraisals and planning reports for proposed acquisition or disposal projects and prepares appraisal estimates for outgrants. Prescribes policies and procedures for appraisals and employment of contract appraisers.
10. Acts in an advisory capacity in relation to Real Estate data for site selection and investigation activities for civil and military projects. Negotiates and processes transfers of real property between agencies.
11. Assists the U.S. Attorney's Office in preparation for trial regarding real property interests being acquired by condemnation, including appearing as an expert witness.
12. Negotiates for the acquisition or temporary use of real property by right-of-entry, lease, purchase, donation, condemnation, transfer or exchange, including relocating owners/tenants on the property being acquired (PL 91-646, as amended). Provides technical support to Civil Works sponsors and ensures compliance with PL 91-646, as amended.
13. Prepares and processes the Real Estate documents necessary for relocation of highways, utilities, etc. Coordinates the implementation of District Real Estate mobilization actions. Coordinates space allocations with General Services Administration except Recruiting, Armed Forces Entrance and Examination Station and U.S. Army Reserve.
14. Orders title certificates and drafts acquisition and closing documents in coordination with Office of Counsel, and assists Counsel in the closing process. Reviews offer of settlement proposed in connection with condemned properties and makes recommendations. Investigates and prepares reports on claims and litigation matters resulting from the Government's use of real property and makes recommendations to Office of Counsel for resolution.
15. Maintains records relating to current leases and lesser interests. Coordinates leasing projects with GSA and direct the management of delegated GSA leased premises.
16. Initiates, directs, coordinates, and executes the annual Joint Forces Recruiting Facilities Program and the leasing portion of the annual Army Reserve Program. Participates in site selection for recruiting stations. Prepares cost estimates for initial and

subsequent alterations to leased facilities when lessor is to be reimbursed by the Government for required alterations.

17. Performs utilization inspections of Civil Works projects and inspections required by Executive Order 12512. Prepares required reports identifying any real property being used and reports for properties no longer in use.

18. Prepares and negotiates all types of outgrant instruments authorizing the use of Government real property by others agencies. Performs compliance inspections on outgranted areas on military installations and Civil Works projects to assure compliance and takes corrective action if required.

19. Prepares reports of excess and title reports for properties being disposed of and reported to the General Services Administration for disposal. Disposes of buildings or improvements on property acquired by the Government.

20. Processes requests for acquiring or relinquishing Federal jurisdiction. Terminates leases authorizing the Government's use of property owned by others. Negotiates and processes payment for restoration of the leased premises.

21. Prepares reports on Defense Environment Restoration Program sites indicating acquisition and disposal data and current owner. Obtains rights-of-entry for on-site investigations as necessary.

22. Responsible for development and execution of the Real Estate portion of the District's Quality Control Plan. Monitors customer's satisfaction with regards to the District's Real Estate Projects.

23. Reviews and approves Department of Army Civilian employee Permanent Change of Station claims for reimbursement of authorized Real Estate expenses.